

ATTACHMENT 14

Defense Information Systems Agency Instructions

Connecting to JSE

1. Prior to submitting your first JSE Contract Requirements package, you will need to connect your computer to the JSE Contract Directory. This action is only required one time for each computer that you use. Below are the instructions for accomplishing this task.

Step	Action
1	Logon to DISANET
2	Open the Windows NT Explorer
3	On the menu bar, select Tools
4	On the Tools submenu, select Map Network Drive
5	In the Drive option box, put in J: Note: If drive I is already in use by your machine, select another available letter. Substitute the available letter for J: throughout the remainder of these instructions.
6	In the Path option box put in \\cdxftm\groups
7	Be sure an X is in the Reconnect at logon box
8	Click on OK
9	Close the File Manager

2. Once you have prepared a complete requirement package, you will need to submit the package for approval and processing. Below are instructions for accomplishing this task.

Step	Action
1	Create a Directory for your requirement
1a	Open the Windows NT Explorer
1b	Open the J drive
1c	Open the JSE_Contract directory (folder)
1d	Open the directory (folder) for your organization
1e	On the menu bar, select File
1f	On the file submenu, select New , then select Folder
1g	In the Name option box type in a short name for your requirement (an example for Network Management would be NetMgt)
1h	In the Name option box type in a short name for your requirement (an example for Network Management would be NetMgt)
1i	Click on OK
2	Save each of your documents to the directory you created
2a	Word Documents I. Open the Document

	<p>II. Select File</p> <p>III. Select Save As</p> <p>IV. In the Drives Box, select J:</p> <p>V. In the directories box, select jse_co~1</p> <p>VI. Select the directory (folder) for your organization</p> <p>VII. Select the directory (folder) for your project</p> <p>VIII. Be sure the file name adheres to the specifications in the JSE Contract File Specifications Section of this guide</p> <p>IX. Click on OK</p>
2b	<p>Formflow Documents</p> <p>I. Open the Record you wish to save</p> <p>II. Select Data</p> <p>III. Select Save As</p> <p>IV. In the Database file option Box, click on Select</p> <p>V. In the Drives Box, select J:</p> <p>VI. In the directories box, select jse_co~1</p> <p>VII. Select the directory (folder) for your organization</p> <p>VIII. Select the directory (folder) for your project</p> <p>IX. Be sure the file name adheres to the specifications in the JSE Contract File Specifications Section of this guide</p> <p>X. Click on OK on the Select Database window</p> <p>XI. Click on OK on the Save Data As window</p> <p>XII. Click on Yes on the Create Database window</p>
2c	<p>Excel Files</p> <p>I. Open the Document</p> <p>II. Select File</p> <p>III. Select Save As</p> <p>IV. In the Drives Box, select J:</p> <p>V. In the directories box, select jse_co~1</p> <p>VI. Select the directory (folder) for your organization</p> <p>VII. Select the directory (folder) for your project</p> <p>Be sure the file name adheres to the specifications in the JSE Contract File Specifications Section of this guide</p> <p>VIII. Click on OK</p>
3	<p>Send an e-mail to the Resource Manager and the IMO/ISSM with the following:</p> <p>Subject: "JSE Contract (Insert the Directory Name you created in step 1I above)"</p> <p>Message: "The documents located at J:\JSE_Contract\ (insert your organization's directory name from step 1f above)\ (insert the Directory Name you created in step 1I above) are being forwarded for approval and processing."</p>

NOTE:

As a user, you only have add and read access to the J: drive. With add and read access, you can not change a document once it has been saved to the J: drive. If you need to change a document, save it to the J:drive with a new name. See the section on JSE Contract File Specifications.

3. In an effort to standardize the method in which documents are created and named, the following table must be adhered to by users submitting requirement packages for award on the JSE Contract.

Form Name	Automated Application	File Name
Statement of Work	Word	SOW#.doc
Non Severability Statement	Word	NONSEV#.doc
PED	Word	PED#.doc
DCPG	Word	DCPG#.doc
Checklist	Word	CHECK#.doc
Independent Government Cost Estimate	Excel	IGCE#.xls
Contract Data Requirements List (DD1423)	Form Flow	1423I#.dbf 1423I#.dbt 1423I.fds
Purchase Request (DISA94)	Form Flow	L94#.db L94#.fds L94#.mb
Contract Security Classification Specification (DD254)	Form Flow	D254#.fil D254#.ffl

NOTE: The # in each file name represents the version number. The first time a document is saved, the # should be replaced with a 1. Each time the document is changed and must be loaded to the J: drive, increase the # by 1 (ie: version 2 of the Statement of Work would be named SOW2.doc)